# Confirm a Single Deposit

> ## (!) Application Tip
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> Only deposits that are saved with a **Submitted** status by the agency's **Deposit Approver** can be confirmed, rejected, or adjusted. As a best practice, Fiscal Service recommends that the **Deposit Confirmer** confirms, adjusts, or rejects deposits as part of their daily activities. In addition, it is recommended that all deposits (except those issued from foreign checks) are confirmed no later than 30 days from the Voucher Date.

To confirm a deposit:

1. Click the **Deposit Processing** tab.

2. Click **View Deposits**. The *View Deposits* page displays.

> ## (!) Application Tip
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> You can also click **Search Deposits** to locate deposits. Refer to *Chapter 4. Searching Deposits*, for details.

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.

4. Click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page displays.

> ## (!) Application Tip
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> Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** will not display any deposits.

5. Click **Confirm**. The *Step 1 of 2: Define Information for Deposit Confirmation* page displays.

6. Enter the deposit information and click **Next**.

For **US Currency Deposits** (both cash and check),
- Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
- Enter the **Date of Deposit**

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(!) **Application Tip**

When confirming a deposit ticket, please make sure to confirm the deposit on the date received. Due to transit times, FS is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. FS can adjust the value of funds, if needed, to account for these discrepancies.

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- Enter **Comments**, *if applicable and/or required*
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**

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(!) **Application Tip**

The **CCWU**, **1 Day Deferred**, and **2 Day Deferred** are for FRB deposits only.

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For **Foreign Currency Cash**,
- Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
- Enter the **Date of Deposit**
- Enter **Comments**, if applicable and/or required

For **Foreign Check Items**,
- Enter the **Exchange Rate** under **Foreign Currency Information**
- Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
- Select the **Date of Deposit**
- Enter the **Deposit Total (USE) (US Dollar Equivalent)**
- Enter **Comments**, if applicable and/or required

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(!) **Application Tip**

The **Date of Deposit** should not be less than the FRB CA$HLINK process date. If the **Date of Deposit** is different from the **Voucher Date**, enter an explanation for the difference in the **Comments** box.

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7. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays. Verify the information is correct and click **Submit**. Click **Edit** if you need to modify the data entered and return to Step 5.

8. A *Confirmation* page displays stating that the deposit has been confirmed.